

**SUPERVISING INSPECTOR,
BOARD OF PHARMACY**

**PROMOTIONAL EXAMINATION FOR
DEPARTMENT OF CONSUMER AFFAIRS**

www.dca.ca.gov



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO MAY APPLY

1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the final filing date in order to take this examination; or
2. Meet the provisions of the State Personnel Rules 234 or 235; or
3. Must be a current of former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current of former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

HOW TO APPLY

Please submit a **State Application (STD. 678)** to the address indicated below. **DO NOT** SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). The State Application and Supplemental Applications are available by clicking on the following links:

- [State Application \(STD. 678\)](#)

WHERE TO APPLY

MAIL OR HAND DELIVER TO:

Department of Consumer Affairs
Office of Human Resources
Attn: Selection Services (H. Valencia)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

**CONTINUOUS
FILING**

Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

SALARY RANGE

\$6,916.00 - \$9,530.00 per month.

*Salary reflects the increase effective 7/1/2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Applications (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

POSITION DESCRIPTION	The Supervising Inspector, Board of Pharmacy, under general direction, supervises the work of a staff engaged in the enforcement of the laws regulating the practice of pharmacy; inspects or investigates wholesalers of pharmaceuticals and other licensees; provides consultation and education to licensees, governmental agencies and others regarding a variety of laws and regulations related to drugs and the practice of pharmacy; and does other work as required.
POSITION INFORMATION	Positions exist statewide with the Board of Pharmacy. Career credits do not apply.
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>Two years of experience performing the duties of an Inspector, Board of Pharmacy, in the California state service.</p> <p style="text-align: center;">Or II</p> <p>Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy.</p> <p style="text-align: center;">And</p> <p>Three years of experience in the practice of pharmacy, at least one year of which shall have included supervisory responsibility and contact with the public.</p>
EXAMINATION INFORMATION	<p style="text-align: center;">Education & Experience – Weighted 100%</p> <p>This examination will consist of an Education & Experience examination, and is the sole component of the Supervising Inspector, Board of Pharmacy examination. To obtain a position on the eligible list, a minimum score of 70% must be received.</p>
EXAMINATION SCOPE	<p>Knowledge of:</p> <ol style="list-style-type: none">1. Various State laws and regulations.2. Uniform Controlled Substance Act.3. Pharmacy Law.4. Sherman Food, Drug and Cosmetic Act and Medi-Cal regulations.5. Federal laws and regulations.6. Controlled Substance Act.7. Food, Drug, and Cosmetic Laws.8. Regulations of the Consumer Product Safety Commission pertaining to drugs.9. U.S. Postal regulations regarding mailing of controlled substances and laws governing use of radioactive materials for medicinal purposes.10. Principles of supervision and in-service training.11. Modern methods of investigation.12. Common methods used to evade pharmacy laws.13. Rules of evidence, laws of arrest, and general court procedures.14. The department's Equal Employment Opportunity program objectives.15. A manager's role in the Equal Employment Opportunity process and the processes available to meet Equal Employment Opportunity objectives. <p>Skill in:</p> <ol style="list-style-type: none">1. Making investigations. <p>Ability to:</p> <ol style="list-style-type: none">1. Interpret interrelationships of such laws and regulations and provide expert consultation to licensees and others.2. Effectively plan, organize, and direct the work of others.3. Prepare clear and comprehensive reports.4. Work cooperatively with representatives of other State departments and with local governmental officials.5. Effectively contribute to the department's Equal Employment Opportunity objectives.6. Dictate correspondence and prepare reports.

**LICENSE
REQUIREMENTS**

LICENSE: Requirements of pharmacist licensure in California are listed in the California Business and Professions Code Section 4200(a)(1-6). Applicants must provide proof of valid certificate (Business Name, License #.). Applicants who do not provide this information may be rejected from the examination. The Inspector must have and maintain a current, valid California pharmacist license and possess and maintain a California driver's license.

Applicants must enter their State Board of Pharmacy valid certificate of registration license number and expiration date on the Examination Application (Form STD 678). Applicants must be in good standing with the Board of Pharmacy.

**BACKGROUND
INVESTIGATION**

A background check for prior convictions is required before appointment to this position, pursuant to Title 11, Section 703 (d) California Code of Regulations that requires that criminal record checks be obtained of all personnel who have access to Criminal Offender Record Information.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE
POINTS**

Veterans' preference is not granted in promotional exams.

QUESTIONS

If you have any questions concerning this announcement, please contact Hazel Valencia at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8388.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the Department of Consumer Affairs.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Employment Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.